

**CIA INTERNAL USE ONLY**

*Special Projects*

27 May 1955

**MEMORANDUM FOR THE RECORD**

**SUBJECT: Handling and Reporting NIS Returns by the Records Center**

1. Chief, D/B/RR memo to Chief, RMD/Mgts, dated 13 May 1955, confirmed verbal agreement to discontinue quarterly report on the return of NIS to the Records Center, and provided for destroying any returned NIS elements over and above those required to maintain a reserve stock of 125 copies for each NIS element.

2. The above action will result in the following annual savings at the Center:

<u>Action</u>	<u>Total Manhours</u>	<u>Employee Grade</u>	<u>Dollar Savings</u>
a. Compilation of 4 reports	96	GS-6c	\$ 185.
b. Typing of 4 reports	64	GS-4c	102.
c. Posting and filing returned NIS sections	<u>500</u>	GS-6c	<u>970.</u>
<b>TOTALS</b>	<b>660</b>		<b>\$1,257.</b>

Chief, Reports & Corresp.  
Branch

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